

ASHLEY BOROUGH

49 West Cemetery St, Ashley, PA 18706

Main Line: (570) 824-1364 Fax Number: (570) 855-1803

Main Office: ashleyboroughoffice@gmail.com

Mayor: Brian Demchak

Council President: Lisa Wildes

Council Vice President: Andrew Potsko

Carl Byra

Frank Sorokach

Jennifer Heller

Edward Flynn

Borough Secretary: Lisa Scharer

Code Enforcement Secretary: Amy Campbell

Borough Manager: Samuel Guesto

ASHLEY BOROUGH COUNCIL SUMMARY WORK SESSION MINUTES

October 14, 2025, 6:30 PM

Attendance:

Lisa Wildes – Present

Andrew Potsko – Present

Carl Byra – Present

Frank Sorokach – Present

Jennifer Heller – Present

Edward Flynn – Present

Mayor Brian Demchak. – Present

Borough Manager Guesto – Present

Borough Secretary Scharer – Present

Police Chief McGlynn – Present

Code Officer Campbell – Present

The meeting was called to Order by Lisa Wildes. Peter Moses called roll for the Council, Mayor, and Borough Officials. The Pledge of Allegiance was recited by all.

COUNCIL AND BOROUGH OFFICIAL PRESENTATIONS

Lisa Wildes – Nothing for this meeting.

Andrew Potsko – Nothing for this meeting.

Carl Byra – Nothing for this meeting.

Frank Sorokach – Jack Varaly placed signs up for a meeting that is to occur at the end of this month, and they were torn down. He will be placing signs again this week in hopes they will not be taken down again. Mr. Varaly wanted Council to be aware that damage was being done in the Borough.

Ms. Heller – Nothing for this meeting.

Mr. Flynn – Nothing for this meeting.

Mayor Demchak – Nothing for this meeting.

Secretary Lisa Scharer – Nothing for this meeting.

Borough Manager Guesto -- Nothing for this meeting.

Chief Joe McGlynn – Nothing for this meeting.

Code Officer Amy Campbell – Nothing for this meeting.

Peter Moses announced the future meeting date(s):

November 11, 2025,

6:30 PM Work Session

6:40 PM Council Meeting.

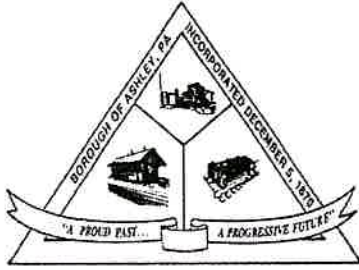
Peter Moses announced that November 11, 2025, is Veterans Day and that council may want to move the meeting to a different date.

MOTION TO ADJOURN

Motion: Jennifer Heller

Second: Frank Sorokach

MEETING ADJOURNED



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ASHLEY BOROUGH COUNCIL MEETING SUMMARY MEETING MINUTES October 14, 2025, 6:40 PM

Attendance:

Lisa Wildes –Present
Andrew Potsko –Present
Carl Byra –Present
Frank Sorokach – Present
Jennifer Heller – Present
Edward Flynn – Present
Mayor Brian Demchak. –Present
Borough Manager Guesto –Present
Borough Secretary Scharer - Present
Police Chief McGlynn –Present
Code Officer Campbell- Present

Meeting was called to Order by Lisa Wildes. Attorney Moses called roll for the Council, Mayor, and Borough Officials.

COUNCIL AND BOROUGH OFFICIAL REPORTS

Lisa Wildes – Discussion of occupancy registration, property inspections on rentals, and garbage stickers (17 left). Trunk or Treat will be October 25, 2025, from 6 p.m. until 8 p.m. at Ashley Fireman's Land. Thursday at 6 o'clock they will be at Fireman's Land to stuff candy bags. If anyone would like to volunteer for the night of Trunk or Treat anyone is welcome to help. Saturday, December 6, 2025, will be the Christmas Parade. The parade will start at 4:30, and the lineup will begin at 4 p.m. starting on Fall Street. The Winterfest will kick off at 3 p.m. This year we will be having craft vendors inside. It was opened up to 15 craft vendors and right now there are 11. We have 3 food vendors and hot chocolate will be given away for free. Anyone who wants to donate and get involved please do. Mr. Potsko was asked to contact his nephew to see if he would be interested in participating again

Andrew Potsko – Was approached regarding speed limit signs on Ross Street and to put the speed bump back on the street. Speeding is also occurring on Main Street in the morning hours. Asked if there is could be more speed limit signs or signs that make the speed limit more visible to traffic.

Carl Byra - Nothing for this meeting.

Frank Sorokach – Nothing for this meeting.

Ms. Heller – Wants to touch base on a resolution for abandoned cars. On a walk she had noticed 10 cars, at least, that didn't have inspections or out of registration and are just sitting in yards. Attorney Moses mentioned to Chief McGlynn there may have been a resolution in 2021. Ms. Heller believes it needs to be enforced more because there are a lot of cars sitting in yards and it is beginning to look untasteful.

Mr. Flynn – Getting complaints of when contractors are working. There have been reports of no signage or traffic control. Contractors are stating that it isn't their responsibility. Can an ordinance be made about it? Chief McGlynn made a comment regarding a State Law requiring signage. Attorney Moses was asked if anything could be done to require traffic control (flaggers, etc.) and he advised Mr. Flynn that an ordinance can be made.

Mayor Demchak – Nothing for this meeting.

Secretary Lisa Scharer –Ms. Scharer stated that a resolution will be discussed regarding garbage stickers and that she had a copy of any documentation they made need for review. Ms. Scharer shared the Treasurer's Monthly Report, a copy of which is attached hereto and made a part hereof.

Borough Manager Guesto- Nothing for this meeting.

Chief Joe McGlynn – Chief McGlynn read the Police Chief's Monthly Report into the record, a copy of which is attached hereto and made a part hereof.

Code Officer Amy Campbell-. Code Officer Campbell provided the borough with the Code Officer Report. Code Officer Report is attached hereto and made a part hereof.

ANNOUNCEMENTS

NONE

PUBLIC COMMENT – PENDING LEGISLATION

NONE

LEGISLATION

RESOLUTION 101 OF 2025 – A Resolution to approve the September 9, 2025, Council Meeting Minutes.

Motion: Lisa Wildes
Second: Edward Flynn

Lisa Wildes - Y
Frank Sorokach – Y
Carl Byra - Y
Andrew Potsko- Y
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 102 OF 2025 – A Resolution to approve the September 2025 bills in the amount of \$39,803.62.

Motion: Frank Sorokach
Second: Carl Byra

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Y
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 103 OF 2025 – A Resolution to approve the September 2025 payroll in the amount of \$44,587.71.

Motion: Lisa Wildes

Second: Andrew Potsko

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Y
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 104 OF 2025 – A Resolution to approve the September 18, 2025, Special Council Meeting Minutes.

Motion: Lisa Wildes

Second: Frank Sorokach

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Y
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 105 OF 2025 – A Resolution to approve the Ashley Borough state aid pass through to the Volunteer Fire Relief Association for 2025 in the amount of \$12,090.16.

Motion: Lisa Wildes

Second: Andrew Potkso

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Y
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 106 OF 2025- A Resolution to approve the agreement with One Stop Financial Services in the amount of \$2,100.00 per month for financial/payroll services for 2026.

Motion: Carl Byra

Second: Lisa Wildes

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Y
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 107 OF 2025- A Resolution to approve the invoice from M&J Excavation, Inc. in the amount of \$4,000.00 for the milling of Brown Street from Liquid Fuels Fund.

Motion: Frank Sorokach
Second: Carl Byra

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Y
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 108 OF 2025- A Resolution to approve, upon recommendation of the Borough Engineer, Pay Application No. 5 from RLE Enterprises for the Rehabilitation of Solomon's Creek Interceptor Project in the amount of \$46,450.00. This is to be paid from the ARPA Grant Account.

Motion: Lisa Wildes
Second: Andrew Potsko

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Y
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 109 OF 2025- A Resolution to approve, upon recommendation of the Borough Engineer, Change Order No. 8 from RLE Enterprises for the Rehabilitation of Solomon's Creek Interceptor Project in the amount of \$19,717.50 for the lining of an 8-inch sewer line on Planes Avenue.

Motion: Frank Sorokach

Second: Lisa Wildes

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Y
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 110 OF 2025- A Resolution to approve the appointment of the Borough Manager as the point of contact for Berkheimer for certain tax information.

Motion: Lisa Wildes
Second: Edward Flynn

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Y
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 111 OF 2025- A Resolution to approve the expenses for garbage stickers in the amount of \$5,306.00 and calendars in the amount of \$505.64 from the General Fund.

Motion: Lisa Wildes
Second: Jennifer Heller

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Y
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 112 OF 2025- A Resolution to pay the following invoices from Borough Engineer Reilly Associates: for the Solomons Creek Interceptor Project No. 7, 8 & 9 in the amount of \$68,767.67 from the ARPA Account; For the Sugar Notch Run Project No. 2&3 in the amount of \$6,150.00 from the General Fund; for

the Municipal Building Renovations Project No. 2 in the amount of \$2,161.25 from the LSA Grant reimbursement.

Motion: Carl Byra

Second: Jennifer Heller

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 113 OF 2025- A Resolution of the Borough of Ashley, County of Luzerne and Commonwealth of Pennsylvania, to authorize the filing and payment for an easement located across 100 Ashley Street, Ashley, Pennsylvania for the purposes of flood protection and storm water run collection.

Motion: Lisa Wildes

Second: Jennifer Heller

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Jennifer Heller – Y

Edward Flynn – Y

PASS

PUBLIC COMMENT

Donna Ransom 83 Andrew Dr., 570-762-3970- Question regarding the playgrounds. There was a playground on Green Street, and the sign was not visible to her, she believes the sign should be visible. Lisa Wildes stated that the playground lies in Hanover Twp. Ms. Ransom announced that her comment is null and void since it does not apply to Ashley Borough.

MOTION TO ADJOURN

Motion: Jennifer Heller

Second: Carl Byra

MEETING ADJOURNED

ASHLEY BOROUGH
Payroll Summary
30-Sep-25

	Year -to-date	Current Month
Police		
Regular	\$ 187,716.16	\$ 23,197.12
Overtime	\$ 17,297.45	\$ 2,852.98
Court	\$ 3,325.00	\$ 270.00
	<u>\$ 208,338.61</u>	<u>\$ 26,320.10</u>
Road Department		
Regular	\$ 90,721.57	\$ 11,025.45
Sick Day Buyout > 125 days per policy	\$ 1,598.36	\$ -
Overtime	\$ 7,884.13	\$ -
	<u>\$ 100,204.06</u>	<u>\$ 11,025.45</u>
Main Office		
Regular	\$ 47,256.48	\$ 5,601.60
Overtime	\$ 1,045.50	\$ 66.05
	<u>\$ 48,301.98</u>	<u>\$ 5,667.65</u>
Council		
Regular	<u>\$ 6,975.00</u>	<u>\$ 775.00</u>
Mayor		
Regular	<u>\$ 1,350.00</u>	<u>\$ 150.00</u>
Tax Collector		
Regular	<u>\$ 5,845.59</u>	<u>\$ 649.51</u>
Fire		
Regular	<u>\$ -</u>	<u>\$ -</u>
2025 Total	\$ 371,015.24	\$ 44,587.71

ASHLEY BOROUGH
Cash Balances
30-Sep-25

<u>Peoples Security Bank & Trust</u>		
Code Enforcement		\$ 69,101.23
Debit Cards		\$ 250.00
General Fund		\$ 106,699.64
Lokie Account		\$ 100.10
Recreation		\$ 896.66
<u>Citizen's Bank</u>		
General Fund		\$ 21,478.90 est
<u>ESSA Bank</u>		
General Fund		\$ 56,917.99
	Total	\$ 255,444.52

<u>First Keystone</u>		
CD - Investment	Total	\$ 255,359.76 est

<u>Peoples Security Bank & Trust</u>		
Sewer Fund		\$ 3,920.58
<u>M&T Bank</u>		
Sewer Account	Total	\$ 391,937.84
		<u>\$ 395,858.42</u>

<u>Peoples Security Bank & Trust</u>		
ARPA Account	(\$3,508.72 int. due Luzerne Cty)	<u>\$ 803,274.62</u>
Liquid Fuels Fund		<u>\$ 46,098.71</u>
Fire Equipment Fund		<u>\$ 25,538.60</u>
Debt Service Account		<u>\$ 58,510.53</u>
	GRAND TOTAL	\$ 1,840,085.16